

INDEXING THE WORDS OF THE SILENT ONE,
AVATAR MEHER BABA

Newsletter no. 2

May 1980

*"The Book that I shall make people read
is the book of the heart that holds the
key to the mystery of life . . ."*

Meher Baba

1-702776

JAI BABA TO ALL INDEX-WALLAS!

NOTES FROM BAL

During the week of Avatar Meher Baba's 86th Birthday Celebrations, the index-wallas present took advantage of the opportunity to meet. At Meherazad on February 24, 1980, Flagg Kris, on leave from the library in Kuwait, Rick Chapman of Meher Baba Information, Oakland, Calif., Bill Le Page of Avatar's Abode, Australia, Robert Dreyfuss, and I met to discuss the Indexing Project. On the 26th, we were joined by Peter Booth, who contributed some valuable ideas as well.

These informal get-togethers of people with different backgrounds, yielded some most interesting discussions. The meetings were free-flowing and far-ranging.

One subject which evoked enthusiasm, especially from Rick and Bill (and also their support), dealt with tape recordings. Time permitting, they offered their help in indexing and cataloging tapes which are currently with the different Baba Centers and groups on several continents. They even agreed to plan the duplicating of tapes, if possible, especially those of the Mandali, as they contain irreplaceable information. (Tapes of the Mandali are primarily meant for listening, so transcribing them at this time is not a priority though eventually desirable. However, the various subjects and stories included on the tapes can be indexed.) This is an undertaking of great scope and though not directly linked with the book-indexing project as currently envisioned, it opens up manifold opportunities for focussing on the Beloved and working in His Cause.

With respect to indexing the various categories of material,* it was suggested that for the present the Washington Group continued with the original sources by Meher Baba category, the Australian Group work with the material on Meher Baba's life, and the Berkely Group handle the works on Meher Baba's teachings. However, this is not compulsory; the "work" has to be a joyous undertaking.

It was felt by all that the meetings were valuable indeed. It is He who gives us the opportunities to draw closer to Him; all we need is to try.

By the way, it is also essential that all those who wish to work on the Index-

* A complete list of titles by category will be in the next Newsletter.

ing Project expect no financial support or remuneration from anyone; the work should be undertaken out of one's personal interest in this type of Baba-work. Jai Baba!

IMPORTING REMINDER. Don't forget to send Robert Dreyfuss the titles of books you're working on or completed, or are planning to start in the near future. Those who have received Newsletters 1 and 2 are expected to write to Robert to let us know if they still wish to participate in the Project. Also, your comments, news, and questions would be greatly appreciated. Only after hearing of your continued interest will Newsletter no.3 be sent out.

DOCUMENTS ATTACHED. The following pages include: a list of new books for indexing (not included in the Avatar Meher Baba Bibliography), a list of categories of Baba-related materials, a list of abbreviations of indexing and bibliographic terms, and some sample index entries.

QUESTIONS & ANSWERS. An enthusiastic letter was recently received from Josephine Barresi of the Washington Group (to whom we owe the lovely term "index-wallas") which included some important questions. The following are easily answered procedural problems. Q. Do the index cards need to be typed? A. Typed cards of course are much clearer less open to misreading, but it is rather impractical to have to type cards while in the process of indexing. Carefully handwritten cards are quite acceptable, making sure foreign terms and names are especially clear. Q. Should there be only one entry per card by book or can all books where the entry is found be on the same card? A. Use one entry only per card; a later stage in the Project may involve cumulating entries, but the initial aim will be a separate index for each work.

NEXT NEWSLETTER will include a complete list of books organized by category (see attached) compiled by Bal and Robert, which includes an identifying abbreviation for each title to facilitate making brief citations.

FOOTNOTE FROM FLAGG. I will be leaving Kuwait at the end of my contract by the first week in August. Two weeks in June will be spent in Ahmednagar, Baba willing, during which time more details of the Project can be discussed with Bal and Robert. Newsletter no.3, planned for July, may be the last with present facilities (electric typewriter, photocopy machine), so it is hoped that many of the procedural and policy questions can be worked out by then. It would be much appreciated if any

input you may have be submitted to Robert, with a copy to me in Kuwait, by the end of June, so that as much a possible can be covered in the next Newsletter.

QUOTABLE

The indexing of complex and involved subjects requires a thorough knowledge of the subject matter. Manual of style, University of Chicago Press.

A really good index will in most cases itself give the information wanted.
Stephen Leacock.

Time is of more value than type, and the wear and tear of the temper than an extra page of index. R.H. Busk.

INDEXING PROJECT COORDINATORS

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NEW BOOKS

Additional titles of Baba-related books published since the compilation of the Avatar Meher Baba Bibliography or accidentally omitted from the Bibliography, which are to be included in the selection of materials covered by the Indexing Project:

- Avatar Meher Baba bibliography / compiled by Bal Natu ;
edited by J. Flagg Kris. -- New Delhi : Kris, 1978.
- Avatar Meher Baba souvenir / compiled by T. Dhanapathi
Rao. -- 1978.
- Glimpses of the God-Man, Meher Baba, Vol.2 / by Bal Natu.
-- 1979.
- It so happened / compiled by William Le Page. -- Balmain,
Australia : Meher Baba Foundation, 1978.
- Meher Baba and His Mandali / by Naosherwan Anzar. -- Dehra
Dun : Anzar, 1979.
- Meher Baba on love / Meher Baba. -- 5th ed. -- Poona :
Meher Era Publications, 1978, c1972.
- Meher Baba, the lamb, the dog, the cat, and the rabbit / by
Adah and Aaron Shifrin. -- 1979.
- Meher miniatures / by Meher Baba. -- Walnut Creek, CA :
Sufism Reoriented, 1978.
- The Narrow lane / by Meher Baba. -- Balmain, Australia :
Meher Baba Foundation, 1979.
- Praise in complaint / by Steve Klein. -- 1978.
- Ramjoo's diaries, 1922-1929 / by Ramjoo Abdulla. -- Walnut
Creek, CA : Sufism Reoriented, 1979.
- The Search for the King / edited and compiled by Benjamin
Wells. -- Walnut Creek, CA : Sufism Reoriented, 1976.
- The Silent Word / by Francis Brabazon. -- Balmain, Australia :
Meher Baba Foundation, 1978.
- Sound of silence / by T.P. Gandhi. -- 1979.

(Contd.)

Three incredible weeks with Meher Baba / by Malcolm Schloss and Charles Purdom. -- North Myrtle Beach, S.C. : Sheriar Press, 1979.

Understanding death / by Pascal M. Kaplan. -- Walnut Creek, CA : Sufism Reoriented, 1977.

The Way back / by Diane Cobb. -- Walnut Creek, CA : Sufism Reoriented, 1972.

INDEXING THE WORDS OF THE SILENT ONE, AVATAR MEHER BABA

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Provisional List of Categories of Works by and about Avatar Meher Baba

Section 1: Printed Materials (compiled by Bal Natu and Robert Dreyfuss)

- I. Original Sources by Meher Baba
 - A. Works dictated by Meher Baba
 - B. Shorter works* dictated by Meher Baba
 - C. Brief messages, discourses, and/or quotations by Meher Baba, originally appearing in other works (such as books and periodicals), or direct dictations collected in published or typed form
- II. Secondary Sources: Compilations, Selections, Excerpts, Etc., Taken from Original Sources by Meher Baba
 - A. Works whose primary contents are collections or assemblages of Meher Baba material
 - B. Shorter works containing collections or assemblages of Meher Baba material
- III. Meher Baba's Life
 - A. Works whose primary content is biographical, whether full-life or of shorter periods of Meher Baba's life
 - B. Shorter works containing biographical material
- IV. Works on Meher Baba's Teachings
 - A. Works primarily concerned with Meher Baba's teachings, whether expository or explanatory
 - B. Shorter works concerned with Meher Baba's teachings
- V. Periodicals Devoted to Meher Baba
 - A. Periodicals: publications devoted to the life and teachings of Meher Baba, designed for periodic distribution
 - B. Newsletters and bulletins issued by Meher Baba groups and centers, primarily designed to give group activities, calendars of events, local news, etc.
- VI. Creative Works Related to Meher Baba's Life and Teachings
 - A. Plays (drama, musical comedy, etc.: scripts and librettos)
 - B. Poems
 - C. Prose (fiction)
 - D. Songs (with or without music)

* Shorter works: booklets, pamphlets, brochures, etc.

(Continued)

VII. Miscellany: Materials relevant to Meher Baba That Does Not Fit Easily into the above Categories

- A. Biographical works on the Mandali whose content is not primarily dealing or interwoven with the life of Meher Baba
- B. Works which include chapters, excerpts, references, etc., about Meher Baba
- C. Shorter works which include references, etc., about Meher Baba
- D. Diaries and calendars (usually with sayings and/or pictorial material)
- E. Playbills and programs
- F. Drawings (collections, published/issued in portfolios, etc.)
- G. Periodical and newspaper articles and clippings

Section 2: Non-print, Audiovisual Materials (suggested by Flagg Kris)

VIII. Sound Recordings (Audio Materials)

A. Tapes

- 1. Tapes of Meher Baba's programs and dictations
- 2. Tapes of interviews and stories given by the Mandali
- 3. Tapes of interviews and stories given by those who have met and/or stayed with Meher Baba
- 4. Tapes of talks and lectures on Meher Baba's life and teachings (other than those given by the Mandali)
- 5. Collections of songs devoted to Meher Baba (in various languages, and including songs and ghazals which were sung in His presence)
- 6. Miscellaneous tapes

B. Phonograph records

- 1. Collections of songs devoted to Meher Baba
- 2. Plays and musicals concerned with or inspired by the life and teachings of Meher Baba
- 3. Recordings of interviews and stories given by the Mandali
- 4. Recordings of interviews, stories, lectures, etc., on Meher Baba's life and teachings (other than those given by the Mandali)
- 5. Miscellaneous phonograph records

IX. Visual/Pictorial Materials

A. Films (motion pictures)

- 1. Films of Meher Baba
- 2. Films on Meher Baba's life and teachings
- 3. Films on the Mandali

(Continued)

4. Films of Meherabad/Meherazad, including celebrations (e.g. Amartithi, Baba's Birthday, etc., Mehera's birthday, etc.)

5. Miscellaneous films

B. Videotapes (subdivide as IX.A above, as appropriate)

C. Slide sets (subdivide as IX.A above, or as appropriate)

D. Photographs

E. Posters, broadsides, charts, maps, etc.

INDEXING THE WORDS OF THE SILENT ONE, AVATAR MEHER BABA

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Abbreviations of Indexing and Bibliographic Terms

Introductory Comments

The following list of abbreviations is compiled primarily from standard dictionaries, abbreviations dictionaries, and lists included in library cataloging and indexing tools. The briefest authorized forms were chosen unless a longer one was more commonly used or recognized. The list is probably more extensive than immediately necessary for the Project, but it was best to compile it with the future in mind. It should be a growing, evolving list, so all additions, corrections, suggestions, and comments are welcome.

A few points need special mention:

- Consistency in choice of forms was desirable but not always possible, since authorized and/or common forms are not always consistent.
- Use of periods (full stops). Periods are generally omitted unless the resulting abbreviation has a meaning as a word, and are also retained in some single letter abbreviations (determined by common usage).
- Plural vs. singular. One form is used for both singular and plural words, with the exception of some terms used mainly in bibliographic description (in the collation) where the distinction between plural and singular is important.
- Remember that many of the abbreviations are intended for specific use in standard situations or combinations, thus out of context, they may appear meaningless (e.g. n (note) used only with page number; note is cited on; corr, enl, rev are used with an edition statement; c always with copyright year; etc.)

Under consideration for future inclusion are such things as 3-letter language abbreviations (used in standard, international bibliographic exchange), 2-letter country/state abbreviations (e.g. U.S. zip codes), 3-letter city codes used by airlines (e.g. MYR, Myrtle Beach; BOM, Bombay), and possibly initials of frequently encountered personal names in Baba material.

ABBREVIATIONS OF INDEXING AND BIBLIOGRAPHIC TERMS

ABBREVIATIONS

& = and	ed = edition(s); editor(s)
abbr = abbreviation(s)	e.g. = for example (exempli gratia)
Amer = American	encycl = encyclopedia(s)
append. = appendix(ices)	enl = enlarged
approx = approximate	et al = and others (et alii)
Apr = April	etc = et cetera
arr = arranged, -er	facsim, facsims = facsimile(s)
Aug = August	Feb = February
augm = augmented	ff = following
auth = author(s)	fps = frames per second
av = audiovisual	fr = frame(s)
b. = born (used with birth date)	ft = foot, feet
b&w = black and white	ftn = footnote(s)
bibl = bibliography(ies)	gloss. = glossary(ies)
bk = book(s)	hr = hour(s)
bklt = booklet(s)	i.e. = that is (id est)
biog = biography(ies)	ill. = illustration(s)
Brit = British	illus = illustrator(s)
bul = bulletin(s)	incl = including, inclusive
c = copyright (used with year)	ind = index(es)
ca = circa (in, at, or of approximately; with dates & paging)	Ind = India, Indian
cat. = catalog(s)	introd = introduction(s)
cent. = century(ies)	Jan = January
cf = compare, confer	jnl = journal(s)
ch = chapter(s) (used with numbers)	Jr = Junior
cm = centimeter(s)	Jul = July
col = color, -ed	Jun, June = June (use <u>June</u> when handwritten)
comp = compiler(s)	lit. = literature, literally
corr = corrected	LP = long playing (record)
cst = cassette(s)	mag = magazine(s)
d. = died (used with death date)	Mar = March
doc = document(s)	May = May
Dr = Doctor	mfe = microfiche(s)
	mfm = microfilm(s)

(Continued)

min = minute(s)
misc = miscellaneous
mm = millimeter(s)
mono = monophonic
m.p. = motion (moving) picture(s)
Mr = Mister
Mrs = Mrs. (Mistress)
ms, mss = manuscript(s)
Ms = "Miz" (when Miss/Mrs unknown
or not preferred)
n = note(s) (used with page numbers)
no. = number(s)
Nov. = November
nsl = newsletter(s)
nsp = newspaper(s)
Oct = October
o.p. = out of print
p. = page(s)
pam = pamphlet(s)
passim = scattered, here & there
(passim) (used with pages)
pbk = paperback(s); unbound
per. = periodical(s)
photo, photos = photograph(s)
pl = plate(s)
po = poem(s), poetry
port., ports. = portrait(s)
pref = preface(s)
prelim = preliminary
print. = printer, printing
pt = part(s)
pub = publisher(s), publishing
publ = publication(s)
quad = quadraphonic
q.v. = which see (quod vide)
rec = record(s)
ref = reference(s)
repr = reprint(s), -ed
rev = revised
rpm = revolutions per minute
rr = reel to reel (tapes)
sa = "see also" (refer to) (cross reference)
sd = sound
sec = second(s)
Sep = September
ser = series
si = silent
sig = signature(s)
s.l. = no place (of publication) (sine loco)
s.n. = no name (of publisher) (sine nomine)
Sr = Senior
stereo = stereophonic
supp = supplement(s), -ary
t.p. = title page
tr = translator(s)
trans = translated, translation(s)
ts = typescript
TV = television
U.K. = United Kingdom (Great Britain)
U.S. = United States
v. = volume(s) (used with numbers)
vt = videotape(s)
x ref = cross reference(s); "see" (refer from)
cross reference(s)
xx ref = "see also" (refer from) cross
reference(s)
yr = year(s)

ABBREVIATIONS OF INDEXING AND BIBLIOGRAPHIC TERMS

TERMS

abbreviation(s) = abbr
American = Amer
and = &
and others (et alii) = et al
appendix(ices) = append.
approximate = approx
approximately, in, at, or of
(circa) (with dates & paging) = ca
April = Apr
arranged, -er = arr
audiovisual = av
augmented = augm
August = Aug
author(s) = auth
bibliography(ies) = bibl
biography(ies) = biog
black and white = b&w
book(s) = bk
booklet(s) = bklt
born (used with birth date) = b.
British = Brit
bulletin(s) = bul
cassette(s) = cst
catalog(s) = cat.
centimeter(s) = cm
century(ies) = cent.
chapter(s) (used with numbers) = ch
circa (used with dates & paging) = ca
color, -ed = col
compare = cf
compiler(s) = comp
confer = cf
copyright (used with year) = c
corrected = corr
cross reference(s) = x ref
died (used with death date) = d
Doctor = Dr
document(s) = doc
edition(s) = ed
editor(s) = ed
encyclopedia(s) = encycl
enlarged = enl
et alii (and others) = et al
et cetera = etc
example, for (exempli gratia) = e.g.
exempli gratia (for example) = e.g.
facsimile(s) = facsim, facsims
February = Feb
feet, foot = ft
following = ff
foot, feet = ft
footnote(s) = ftn
for example (exempli gratia) = e.g.
frame(s) = fr
frames per second = fps
glossary(ies) = gloss.
Great Britain (United Kingdom) = U.K.
here and there, scattered (passim) (used
with pages) = passim
hour(s) = hr
id est (that is) = i.e.
illustration(s) = ill.
illustrator(s) = illus
including = incl
inclusive = incl
index(es) = ind
India, Indian = Ind
introduction(s) = introd
January = Jan
journal(s) = jnl

(Continued)

July = Jul
June = Jun, June (used June
when handwritten)
Junior = Jr
literally = lit.
literature = lit.
long playing (record) = LP
magazine(s) = mag
manuscript(s) = ms, mss
March = Mar
May = May
microfiche(s) = mfe
microfilm(s) = mfm
millimeter(s) = mm
minute(s) = min
miscellaneous = misc
Mister = Mr
Mistress = Mrs
monophonic = mono
motion (moving) picture(s) = m.p.
newsletter(s) = nsl
newspaper(s) = nsp
no name (of publisher)
(sine nomine) = s.n.
no place (of publication)
(sine loco) = s.l.
note(s) (used with page numbers) = n
November = Nov
number(s) = no.
October = Oct
others, and (et alii) = et al
out of print = o.p.
page(s) = p.
pamphlet(s) = pam
paperback(s) = pbk
part(s) = pt
passim = passim (scattered, here &
there) (used with pages)
periodical(s) = per
photograph(s) = photo, photos
plate(s) = pl
poem(s) = po
poetry = po
portrait(s) = port., ports.
preface(s) = pref
preliminary = prelim
print, out of = o.p.
printer, printing = print.
publication(s) = publ
publication, no place of (sine loco) = s.l.
publisher(s) = pub.
publisher, no name of (sine nomine) = s.n.
publishing = pub.
quadraphonic = quad
quod vide (which see) = q.v.
record(s) = rec
reel to reel (tapes) = rr
refer from ("see also") cross
reference(s) = xx ref
refer from ("see") cross refence(s) = x ref
refer to ("see also") (cross reference) = sa
reference(s) = ref
reprint(s), -ed = repr
revised = rev
revolutions per minute = rpm
scattered, here & there (passim) (used
with pages) = passim
second(s) = sec
"see also" (refer from) cross reference(s)
= xx ref
"see also" (refer to) (cross reference) = sa
"see" (refer from) cross reference(s) = x ref
see, which (quod vide) = q.v.
Senior = Sr
September = Sep

(Continued)

series = ser
signature(s) = sig
silent = si
sine loco (no place (of publica-
tion)) = s.l.
sine nomine (no name (of publisher))
= s.n.
sound = sd
stereophonic = stereo
supplement(s), -ary = supp
television = TV
that is (id est) = i.e.
title page = t.p.
translated, translation(s) = trans
translator(s) = tr
typscript = ts
unbound; paperback(s) = pbk
United Kingdom (Great Britain) = U.K.
United States = U.S.
videotape(s) = vt
volume(s) (used with numbers) = v.
which see (quod vide) = q.v.
year(s) = yr

SAMPLE INDEX CARDS

The following are a few examples of index cards, given only as samples of possible format and type. These are not in any way exhaustive of the possibilities and represent only a few of the specifics given in the Guidelines.

The citations were taken from Glimpses of the God Man, Meher Baba, vol.1, so the "G" in the upper right-hand corner is the standardized abbreviation for Glimpses.

ENTRY WITHOUT SUBHEADING(S)

Glimpses
abbrev

G

Ghose, Aurobindo, Sri (1872-1950)

I 25

Vol.1, page 25

HANDWRITTEN ENTRY WITH SUBHEADING

G

Brillo, Irene

in Lahore (Pakistan),

1943 Jul/Nov I 31

Note form of place
name and date
format

SAMPLE INDEX CARDS (Contd)

ENTRIES UNDER MEHER BABA SHOWING POSSIBLE SUBHEADINGS FOR
PERSONAL ACTIVITIES AND WORKS BY BABA

Meher Baba (1894-1969)

G

birthday celebrations, 1943 Feb (14) I 29-30

Meher Baba (1894-1969)

G

Divine theme I 31

SAMPLE ENTRY UNDER PLACE

Meherabad (India)

G

meeting at, 1942 Dec (27) I 31-32

SAMPLE ENTRY UNDER SUBJECT (PHRASE TAKEN FROM TEXT)

spiritual workers

G

message on I 29-30

SAMPLE ENTRY IN CHRONOLOGY INDEX

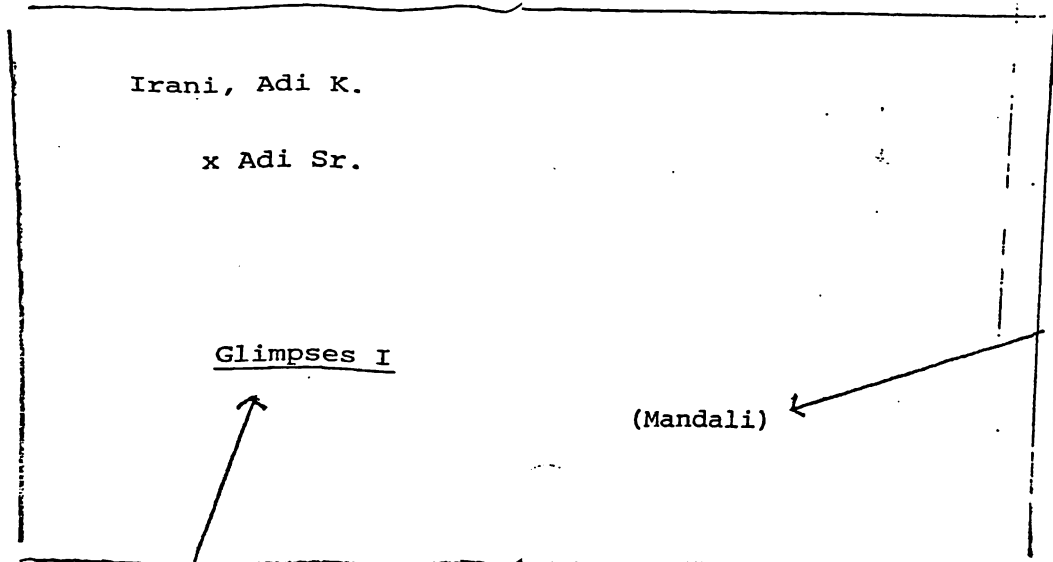
1942

G

Dec 27: Meherabad (India), meeting at I 31-32

SAMPLE NAME RECORD (OR AUTHORITY) CARD AND CROSS REFERENCE

Irani, Adi K.
x Adi Sr.
Glimpses I
(Mandali)



Useful
notation

Brief form of title of work where name encountered (optional)

Adi Sr. see Irani, Adi K.

SAMPLE OF NAME RECORD (OR AUTHORITY) CARD AND RESULTANT CROSS REFERENCES.

Ghose, Aurobindo, Sri (1872-1950)

x Aurobindo Ghose, Sri
x Sri Aurobindo

Aurobindo Ghose, Sri see Ghose, Aurobindo, Sri
(1872-1950)

Sri Aurobindo see Ghose, Aurobindo, Sri (1872-1950)